

CERTIFICATION PROCESS

On a basis of a competitive bidding procedure for agreements or portions of agreements with the City for construction, reconstruction or rehabilitation of public buildings, the construction and maintenance of highways and the purchase of goods and services, vendors to be considered for the City's set-side program must be certified by the City Procurement Unit.

The purpose of certification is to identify Small Contractors/Minority Women Business Enterprises for placing firms on our business enterprise subcontractor directory that is used by companies seeking subcontractors, or City departments procuring goods or services.

The SC/MWBE Program is designed to benefit firms legitimately owned, controlled and operated by the majority owner. The Procurement Unit will require certification from such firms to authenticate their claim to be a Small Contractor/Minority Women Business Enterprise.

In order for your firm to be certified as a bona fide Small Contractor and/or Minority Woman owned business, you must submit an application with the required supportive documents to the City's Procurement Services Unit Office.

The application and the documents are reviewed for completeness and eligibility. Once it is determined that the applicant is a viable candidate an interview is scheduled for additional information. A review of the interview is then conducted for a final decision.

BENEFITS OF BECOMING CERTIFIED

Certification is an invaluable tool for marketing your small business. Furthermore, it is free and does not require legal, financial, or other paid professional assistance to complete the process.

OTHER BENEFITS INCLUDE:

- Free Advertisement- National and Local Referrals- Each certified SC/MWBE's profile is listed in our Internet Database. Corporations, Local and State firms regularly utilize our database and website as an invaluable source for locating certified vendors. The database can be accessed at:
- Access to Programs and Services designed to help M/WBE's grow.